

CODIB-D-82  
7 April 1961

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Study of USIB Information  
Processing Activities

1. On 7 March, the USIB directed the Committee on Documentation

"to prepare a plan for conducting a study of the information processing activities of the Intelligence Community. The study should seek to establish and define long-range goals, with particular emphasis on considerations attending the use of automatic data processing and the development of compatible systems. The plan is to be submitted to the USIB for approval." (USIB-M-144, para. 10.C.)

2. The immediate task for CODIB is therefore to draw up a plan, or terms of reference, for conducting such a study. This planning phase is a critical one. A planning job well done will lay the groundwork for a useful study; poorly done the project will be doomed at the outset.

3. A sound approach for pulling together the needed ideas and materials is to convene a group of knowledgeable people from various departments and agencies. We need people who know what's going on, who have responsibility for developing future systems, or who are associated with key functions performed in the Community proper and beyond.

4. It would be my thought to assemble such a group and divide it into panels. Each panel would then address itself to a significant aspect of the plan or problem area. Individual and group ideas would be reduced to writing. Out of this we would hope to get a list of questions which when answered would yield the final report. Getting the answers would of course be the job of whatever study group was organized to implement our plan once the USIB had approved it.

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- 2 -

CODIB-D-82  
7 April 1961

5. To carry out this planning or preliminary planning phase, we suggest convening the participants at the CIA Relocation Center the evening of Monday, May 15 and a return about noon Wednesday, May 17. This would give us 1 1/2 days if we found we could profitably use the time; an earlier departure could be planned if developments so indicated.

6. Some organizing will need to be done in advance of the actual conclave. This we can do through the medium of a steering committee.

7. I will be in touch with the Members regarding the individuals who should participate in this session.

8. Please add this to the Agenda of the CODIB meeting scheduled for 13 April, for any discussion it may elicit.

[Redacted Signature]

Chairman

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CODIB Retreat: 15-17 May 1961

1. Departure: Approximately 4:15 PM DST. Retreat area is on Eastern Standard Time. Dinner is normally served from 4:30-5:30 EST (5:30-6:30 DST) but arrangements have been made for them to serve our group from 5:30-6:30 EST. Therefore, to arrive with an hour for drinks and relaxation prior to dinner, we should leave Washington Monday, 15 May, between 4:00 and 4:30 DST. Assembly point for those on the Washington side of the river (indicated by \* on the attached list) should be the north end of M Building at the bus turn around near the mailbox, at 4:00. Those on the Virginia side should be on the Pentagon Mall Entrance steps at 4:15. Drivers will be Messrs. Borel, Faeder, Briggs, and possibly Dailey and Hitchcock.
2. Area entry: Non-Agency visitors must be with Agency individual to get in; guard will have list of all names. To get in and off post (e.g., evenings) visitors must be with Agency representative.
3. Accommodations will be in Building #3; park next to Building #13 (hq. building). Nights involved are those of 15-16 May. Meals will include: 15 May - dinner; 16 May - breakfast, lunch and dinner; 17 May - breakfast and lunch. Cashier will have names - initialing is all that's required (no charge). Breakfast is from 6:30-7:15 EST; lunch from 11:30-12:00 EST.
4. Work area will be conference room, Building #13. Safes are available for classified storage. Paper and other required equipment will be there, including blackboard. Clerical support will be supplied as needed.
5. Clothing: as desired; sport clothes are in order.

Attachment

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Participants: CODIB Retreat

ARMY : Mr. Andrew G. Favret, ACSI  
NAVY : Capt. Donald C. Higgins, USN, ONI  
AIR : Dr. John H. Kennedy, AFIC  
\*STATE : Mr. Benjamin H. Fisher, A/ADP  
DOD : Mr. Lowell R. Dailey, DDR&E  
JS : Capt. Richard H. Tenney, USN

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NIC :

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\*NPIC :

\*CIA :

Technical Consultants

\*NBS : Dr. Samuel N. Alexander

\*NAVY : Dr. Ruth M. Davis, DTMB

\*CIA :

Support

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\*CIA :

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